

**ZUHAIB HASSAN**  
Block Professor Society  
Sukkur  
Mob:03003280693-03368347633  
zohaibmangi@gmail.com

**Re: Social Development Specialist**

I am writing to apply for the **Social Development Specialist** position, as advertised.

I am an enthusiastic and high-achieving I have passed MA (Sociology) and MA (Economics) and I have exceptional management skills, with year experience in Social Development, , Land Acquisition, Community Engagement, Gender, Dealing Compensation, Administration, Coordination, Secretarial work , drafting, composing letters and memorandum, notifications, and infrastructure projects construction, data analysis, Land Acquisition as per ACT 1894 , dealing crop compensations, obtaining NOCs ( No Objection Certificates) and agreement with G2G and private owners etc., solving problems , resolving community issues, labor management, coordination with government & nongovernmental institutions etc.

I am eager to pursue a successful career in Social, Resettlement and administration, and the advertised position is perfectly aligned with my skills and interests. I hope to find challenging and fulfilling work that will allow me to further my expertise while working within a team and growing with the organization.

You will find me to be a positive, motivated, and hard-working person who is keen to learn and contribute. My technical skills are combined with excellent communication skills that allow me to work effectively and positively and get along well with others.

I believe that I have the right skills and experience to be a great fit for this position. My resume is attached, and I look forward to being able to discuss the position with you further.

Kind Regards,  
**Zuhaib Hassan**

## CURRICULUM VITAE (CV)

1. **Proposed Position:** Social Development Specialist
2. **Name of Firm:** [Karachi Mobility Project, Sindh Mass Transit Authority TMTD, GOS]
3. **Name of Expert:** Zuhaib Hassan
4. **Current Residential Address:** House No.2 Professor Housing Society, District Sukkur.  
**Telephone No.:** 0092 300 3280693, 0092-336-8347633  
**Fax No.:**  
**E-Mail Address:** [zohaibmangi@gmail.com](mailto:zohaibmangi@gmail.com)
5. **Date of Birth:** 20 Feb 1989                      **Citizenship:** Pakistani

6. **Education:**

SALU Khairpur, Pakistan	MA Sociology	2017-2019
SALU Khairpur, Pakistan	MA Economics	2008-2010

8. **Trainings**

- Gender Equality- Workplace in Urban Pakistan by ADB (2022)
- Anti-Harassment Policy at Workplace by TransKarachi (2022)
- Health & Safety Training Conducted by SNGPL HSE Department (2017)
- One Week Training on Energy, Efficiency and Capacity Building in Lahore, Pakistan by USAID, (2015)

9. **Languages:**

Languages	Level of Proficiency		
	Speaking	Reading	Writing
English	Good	Good	Good
Urdu	Good	Good	Good
Sindhi	Good	Good	Good

10. **Work Experience:**

**(Employment Record)**

**From:** April 2021 to Present

**Employer:** TransKarachi-IA Under GoS, Funded By (Asian Development Bank)

**Positions Held:** Assistant Director Gender & Community Mobilization

**From:** September 2015 to June 2019

**Employer:** Sui Northern Gas Pipelines Limited (SNGPL)

**Positions Held:** Project Officer

**From:** January 2009 to August 2015

**Employer:** AKC Engineering Pvt-Ltd

**Positions Held:** Project Officer.

<p><b>Assistant Director Gender &amp; Community Mobilization at TransKarachi Under GoS, on Karachi BRT Red Line,-ADB Fiananced Project. From April 2021- Present.</b></p>	<p>Preparing resettlment plan (RP) and ensure implementation of RP.</p> <p>Prepare Livlihood restoration plan (LRP)</p> <p>Conducting socioeconomic survey for the preparation of resettlement and livelihood restoration plan.</p> <p>Ensure Implementation of livelihood restoration plan.</p> <p>Conducting survey and studies to analyses the gender needs. Prepare Gender Action Plan (GAP) in the light of gender studies conducted.</p> <p>Establishment of grievance redressal mechanism (GRM) as per policy of the ADB SPS.</p> <p>Fortnightly sessions with DPs (Displaced Persons) to record and address their grievances.</p> <p>Handle requests and complaints and implement conflict management skills when needed.</p> <p>Conduct community awareness session within the project area.</p> <p>Supervising the day-to-day operations of the administrative department and staff members.</p> <p>Hiring, training, and evaluating employees and taking corrective action when necessary.</p> <p>Developing, reviewing, and improving administrative systems, policies, and procedures.</p> <p>Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.</p> <p>Collecting, organizing, and storing information using computers and filing systems.</p> <p>Overseeing special projects and tracking progress towards company goals.</p> <p>Developing strong relationships with cross-functional teams and departments.</p> <p>Office management with including security, correspondence with</p>
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## Curriculum Vitae (CV)

	<p>top management &amp; dealing daily office routine.</p> <p>Prepare key stakeholder engagement plan.</p> <p>Conduct key stakeholder consultation and focus group discussions related to the project.</p> <p>Prepare gender action plan (GAP)</p> <p>Prepare implementation plan and strategy of gender action plan through GAP matrix.</p> <p>Conduct gender consultations with respect to project.</p> <p>Conduct gender sensitization trainings for the staff of project.</p> <p>Develop contents of sexual harassment at workplace etc.</p> <p>Formation of sexual harassment committee with clear ToR's within the department</p> <p>Coordination with all government and private departments with respect to project implementation.</p> <p>Prepare Minutes of Meetings etc.</p>
<b>Officer Projects &amp; Lands at Sui Northern Gas Pipelines Ltd. From September 2015 to June 2019.</b>	<p>Prepare resettlement and social plan for the compensation to APs.</p> <p>Supervising the day-to-day operations of the administrative department and staff members.</p> <p>Hiring, training, and evaluating employees and taking corrective action when necessary.</p> <p>Developing, reviewing, and improving administrative systems, policies, and procedures.</p> <p>Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.</p> <p>Developing strong relationships with cross-functional teams and departments.</p> <p>Office management with including security, correspondence with top management &amp; dealing daily office routine.</p> <p>Acquire direct lands through private negotiations.</p>

## Curriculum Vitae (CV)

	<p>Acquire land as per land acquisition act 1894.</p> <p>Dealing disbursement crop compensation as per market &amp; revenue rate.</p> <p>Prepare resettlement plan and implementation mechanism. Prepare compensation disbursement plan.</p> <p>Obtaining NOCs ( No Objection Certificates ) from government and other agencies for smooth civil works execution.</p> <p>Liaison with District, Provincial &amp; Federal government administration to take onboard at all level.</p> <p>Create and negotiate the terms of a commercial or residential lease.</p> <p>Negotiate new leases, renewals or property purchases.</p> <p>Maintaining close relationship with all stake holders.</p> <p>Managing tenant disputes and complaints.</p> <p>Providing value driven solutions to management..</p> <p>Office management, correspondence with top management &amp; dealing daily office routine.</p> <p>Conduct survey and studies to analysis the gender needs. Prepare the Gender Action Plan (GAP) in the light of gender studies conducted.</p> <p>Prepare implementation plan and strategy of gender action plan. Conduct community session within the project area.</p> <p>Conduction key stakeholder consultation related to the program. Establishment of grievance redressal mechanism as per company policy.</p>
Project Officer ( CSR) AKC Engineering Pvt-Ltd.	<p>Overseeing special projects and tracking progress towards company goals.</p> <p>Developing strong relationships with cross-functional teams and departments.</p> <p>Office management with including security, correspondence with top management &amp; dealing daily office routine.</p>

## Curriculum Vitae (CV)

	<p>Prepare resettlement plan and implementation mechanism. Prepare compensation disbursement plan.</p> <p>Prepare Semiannual report with respect to resettlement progress. Conduct survey and studies to analyze the gender needs.</p> <p>Prepare the Gender Action Plan (GAP) in the light of gender studies conducted with respect to CSR program.</p> <p>Prepare implementation plan and strategy of gender action plan. Conduct community session within the project area.</p> <p>Conduct key stakeholder consultation related to the program. Establishment of grievance redressal mechanism as per company policy.</p> <p>Establishment of compensation disbursement mechanism. Implementation of Community awareness plan. Drafting and dealing correspondence, composing letters, memorandums, emails to indoor &amp; outdoor government and private agencies.</p> <p>Make travel and accommodation arrangements, receive phone calls, fix meetings and schedules.</p> <p>Team management for achieving best targets &amp; goals. Managing indoor &amp; outdoor security and safety arrangements.</p> <p>Dealing arrangements of traveling/transportation, accommodations &amp; hospitality for delegations. Relationship building, fleet management, logistics management etc.</p>
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## 11. References

- |           |  |           |   |
|-----------|--|-----------|---|
| <b>1.</b> | Mrs. Rizwana Mansoor<br>Sr Officer Projects & Lands<br><br>PHQ-SNGPL Lahore.<br>Contact: 03334372712 | <b>2.</b> | Niaz Ali<br>Transport Planning Specialist<br><br>Head Office TrransKarachi.<br>Contact: 03453572895 |
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**Curriculum Vitae (CV)**

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A handwritten signature in black ink, appearing to be 'J. Smith', written over a horizontal line.

Signature of expert

Date: 21/11/2022  
(Day/Month/Year)

INTERMEDIATE AND SECONDARY EDUCATION  
SUKKUR, SINDH

Certificate No. 664329  
Seat No. 51355  
Group: Science/General



REVISED  
SECONDARY SCHOOL CERTIFICATE EXAMINATION 2004  
ANNUAL/SUPPLEMENTARY

This is to Certify that Zuhaib Hassan No. 176 Shah Muhammad Mangi of the  
Government Hyder Sec. High School Pano Ghal has passed the Secondary School Certificate Examination  
held in the month of March 2004 as a Regular/Private candidate and qualified in the following subjects.

COMPONENT I

- |   |            |                        |             |
|---|------------|------------------------|-------------|
| 1. Urdu & Sindhi-Salees or<br>Sindhi & Urdu Salees or<br>English Literature &<br>Urdu Salees / Geography<br>of Pakistan | 2. English | 3. Pakistan<br>Studies | 4. Islamiat |
|---|------------|------------------------|-------------|

COMPONENT II

- |                |                        |
|----------------|------------------------|
| Science Group  | General Group          |
| 1. Physics     | 1. General Science     |
| 2. Chemistry   | 2. General Mathematics |
| 3. Mathematics | 3. /                   |
| 4. Biology     | 4. /                   |

COMPONENT III

He/She offered Ekong.  
as a vocational subject under  
this Component and has been  
awarded Grade A  
by his/her Institution on the  
basis of internal assessment.

The candidate obtained C Grade by securing 494 Marks out of (500) Marks. The Examination was taken by candidate in a school/centre.  
His/Her date of birth as recorded in the admission form is 20th February one thousand nine hundred and Eighty Nine.  
His/Her marks of identification are -

Sukkur, Sindh

Dated 27-09-2015

Controller of Examinations

Secretary



Book No. HSC 0016

Certificate No. HSC: 001506

Board of Intermediate & Secondary Education Sukkur  
Sindh - Pakistan



HIGHER SECONDARY CERTIFICATE ANNUAL EXAMINATION 2006

This is to certify that the candidate bearing following particulars

SEAT NO: 36595

GROUP: PRE-MEDICAL

DISTRICT: SUKKUR



NAME: ZUHAIB HASSAN

F/NAME: SHAH MUHAMMAD

SURNAME: MANGI

INSTITUTION: 2 GOVT. (BOYS) HIGHER SECONDARY SCHOOL, PANO AKIL

passed the HIGHER SECONDARY CERTIFICATE EXAMINATION of the Board of Intermediate and Secondary Education Sukkur held in the month of MAY 2006 as a regular candidate.

The candidate was placed in "B" Grade by securing 718 marks out of 1100 marks.

The Examination was taken by the candidate as a whole / in parts.



Sukkur, Sindh

Dated 02/12/2008

Controller of Examinations

SECRETARY

[www.bisesuksindh.edu.pk](http://www.bisesuksindh.edu.pk)

Book No. F 0193

Certificate No. F019263

Seat No. 58308



# SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR

Having successfully passed the courses of studies  
as a Regular candidate in the Faculty of Sciences

the degree of  
**BACHELOR OF SCIENCE**

(PASS)

SECOND DIVISION

is hereby conferred upon

**ZUHAIB HASSAN S/O SHAH MUHAMMAD MANGI**

in the year 2008

Given under the Seal of Shah Abdul Latif University at Khairpur, Sindh, Pakistan  
on September 09, 2013



Controller of Examinations

Registrar

Vice-Chancellor

